



EMBASSY OF THE UNITED STATES OF AMERICA

Position Vacancy Announcement

ANNOUNCEMENT NO: VA-11-45

<u>OPEN TO</u>	All interested and qualified candidates Current mission employees serving a probationary period are not eligible to apply.
<u>POSITION</u>	Chauffeur (MSG)
<u>OPENING DATE</u>	Tuesday: August 16, 2011
<u>CLOSING DATE</u>	Tuesday: August 30, 2011
<u>WORK HOURS</u>	Full-time; 40 hour workweek
<u>GRADE/SALARY</u>	FSN-4 USD 8,003.00

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking qualified individuals for the position of Chauffeur at the Marine Security Guard Detachment.

BASIC FUNCTION OF POSITION

This is a non-supervisory position in the office of the Marine Security Guard (MSG) Detachment of the Regional Security Section. Incumbent drives members of the Marine Detachment to and from work, and on the Marines off-duty time using Marine Security Guard Vehicles in accordance with the Detachment guidelines. Reports directly to the Detachment Commander.

QUALIFICATIONS (REQUIRED)

Applicants must meet **ALL** of the following criteria to be considered for employment

- **Education:**

Successful completion of secondary school

- **Work Experience:**

3 years driving experience of passengers

- **Language Proficiency (Applicants Will be tested as applicable):**

English Level III (Good Working Knowledge)
Arabic Level III (Good Working Knowledge)

- **Skills and Abilities:**

- Must have valid driver license applicable to all types and sizes of vehicles.
- Must have an ability to follow instructions and be reliable in attendance and performance.
- Must be able to learn driving following defensive driving techniques.
- Must be able to read and comprehend various charts and graphs provided by the Marine Detachment.
- Must be able to follow basic commands and directions given in English. Drivers must maintain a clean and serviceable vehicle by performing daily preventive maintenance, to include washing the van.

SELECTION CRITERIA

- Applicants must be eligible for employment under local labor law, i.e. must have a valid Sudanese work permit if applicable.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

TO APPLY

All applicants must submit the following:

1. DS-174, Application for Employment available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 - **ONLY Application Form DS-174 will be accepted.**
 - **DO NOT attach any additional documents.**
 - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:30 PM on the closing date.
 - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
 - E-mail: KhartoumHRApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
 - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. . Application box outside Consular Entrance. Or by hand to the US Consulate, Juba addressed c/o Faustino Jadri.
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4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.